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CHAPTER 1
UNIVERSITY’S STANDARDS OF SCHOLARLY WRITING

THE UNIVERSITY’S STANDARDS AND YOUR RESPONSIBILITIES

The University of Delaware regards your thesis or dissertation as a professional document that conforms to the standards of scholarly writing and follows the guidelines set forth in this manual. Doctoral papers are expected to reflect the results of original and significant research written in a scholarly and literate manner worthy of publication. Master's theses must reflect both the ability to conduct scholarly research and to report the results in a literate manner worthy of publication. Scholarly writing expectations include organization of ideas and materials, citation style, correct usage, sentence structure, spelling, and punctuation.

The first rule of academic writing is **intellectual honesty**. Students at the university are expected to be honest and forthright in their academic endeavors. Proper attribution of the work of others is expected. To falsify the results of one's research or other findings with the intent to deceive (fabrication), or to steal the words or ideas of another as if they are one's own work (plagiarism) violates this rule. If you are uncertain about what constitutes fabrication or plagiarism, it is your responsibility to consult your advisor.

Your advisor and advisory committee members also bear responsibility for ensuring that your research topic and the findings make a significant, original contribution to the field and that your presentation meets the criteria for scholarly writing. **Your advisor's and committee members' signatures on the approval pages of your paper attest to their having read the final version and to your having met these standards.** The signature of the chairperson of your department, the chair of an interdisciplinary committee, and the instructional college dean also attest to your having met these standards.

STYLE GUIDELINES

Your advisor will help you decide on style guidelines appropriate to your field of study. You should use a dictionary, a style guide, and punctuation, grammar, and usage reference manual as you research and write. The text, all materials included in the text, and references should reflect the requirements of the discipline, and documentation should be in accord with professional style manuals. The Office of Graduate and Professional Education does not provide personal copy-editing services; you are responsible for an error-free paper. It is very important that you prepare your paper according to rules of consistency and common sense.

MOST FREQUENTLY USED MANUALS

*A Manual for Writers of Term Papers, Theses and Dissertations, 9th Edition* by Kate L. Turbian for History, Art History, Mathematics, Music, Chemistry, Economics


You are strongly encouraged to use UDThesis Layout as soon as you begin to write your paper.

It is very important that you contact the User Services Consulting Center to obtain current information on layouts before you begin using a computer to type your document.

UDThesis Layouts are tools designed to act as models for formatting theses, dissertations, and executive position papers according to the guideline of the University of Delaware's Office of Graduate and Professional Education. Features such as macros and styles written for use with several popular word processing computer programs allow quick access to frequently used format settings and help to maintain consistency in the format of a document. Details about the UDThesis Layouts is available on the internet at http://www.udel.edu/topics/udthesis which is accessible from campus computing sites.

For more information, contact the Information Technologies Help Center at (302) 831-6000. User Services Consulting Center (002 Smith Hall) is your source for detailed information about free UDThesis Layouts and macros, the procedure for using computer accounts, and the location and availability of public computers on campus.

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*TeX Recommended only for those already familiar with TeX*

User Services staff members are available at the Consulting Center to help you with questions by telephone (302) 831-6000 or in person, preferably by appointment. In addition, User Services offers free group instruction in using the layouts throughout the year.
CHAPTER 3
HOW TO ARRANGE THE PAPER’S SECTIONS

Assemble the pages and sections of your thesis, dissertation, or educational leadership portfolio paper according to the following sequence. (Numbered items in *italics* are required.)

**Preliminary Pages** (or Front Matter)

1. The title page

2. Approval page; Epigraph or frontispiece (optional, seldom used); acknowledgments (optional); dedication page (optional); preface (optional, seldom used);

3. Table of contents

4. List of tables and/or list of figures, in either order (required if your paper includes tables and/or figures); glossary, nomenclature, or list of abbreviations, terms, or symbols (optional);

5. Abstract

**Body of the paper**

6. Chapters (Sometimes an introduction precedes Chapter 1 as the first section of the body. Occasionally, division into chapters is *not* appropriate for a manuscript. Consult with your advisor to ascertain whether this is the case with your paper.)

**Back matter**

7. References or endnotes or and/or bibliography. (You may prefer to include your footnotes on the chapter pages or place endnotes or references at the end of each chapter. Usually, when notes or references are located at the end of each chapter, a bibliography is also included at the end of the paper.)

8. Appendices (Optional).
CHOOSING A SCHEME FOR ORGANIZING CHAPTER SECTIONS

A thesis or dissertation is longer than a paper or journal article and thus requires careful organization. For most graduate papers, the chapter is the basic unit of division, with subdivisions as appropriate. Organizational schemes help you arrange numerous parts into a unified, coherent whole. Whether you use a system of headings based on centering, indenting, and underscoring, or on decimal numbering of headings, your ideas will develop in a logical way from general to specific. A reader should be able to tell at a glance from your organizational scheme which ideas in your manuscript are of greater, lesser, or equal importance.

Your table of contents will reproduce the organizational scheme used in your text. Remember that your table of contents is the only index to your paper. It must be accurate and complete.

Most students choose either the heading scheme or the decimal system to organize chapter sections. Be consistent; do not mix organizational schemes. If you list subordinate headings from one chapter in the table of contents, you must list subordinate headings for all your chapters.

Although you should avoid breaking your paper up into too many small parts (many students favor chapters with only three levels of subdivisions), both the heading scheme and the decimal system can be expanded to accommodate several levels of headings. If you use the heading scheme, you will need to base your series of headings on the chapter that has the most levels; that is, if one chapter has five levels of headings, another has four, and the remaining chapters have three, you will plan your organization scheme to allow for five subdivisions. A decimal system can be expanded simply by carrying a heading to another decimal place. Your table of contents must include all chapter headings and levels of subdivisions. Review the illustrations in the Appendix to see how these systems will work in the table of contents and in the text.

Details About the Paper’s:

Sections Title Page

The title page counts as page number i, but the number does not appear on the page. Use all uppercase letters in the title, and use word substitutes for formulas, symbols, Greek letters, and so on. Double-space the title; single space the statement that follows your name. Use upper and lower case letters for your name. Be sure you have the correct major (check with your department or review the list on the Application for Advanced Degree) and the correct semester and year of degree conferral (degrees are conferred in Fall, Winter, Spring, and Summer). Include a copyright notice (see discussion about copyright in Legal Issues).

Approval Pages

Your paper title here must match exactly that on the title page. Note the order of signatures illustrated on the sample pages. Use each professor’s correct first name, middle initial, last name and degree; use current administrative titles for the department chairperson or program director, the Dean, and the Vice Provost.

List each professor’s highest degree. Do not use “Dr.” If a committee member has a dual role (that of thesis advisor and department chair, for example), list each role separately. If you have two advisors, list each one as “Professor in charge of ....” It is your responsibility to garner the signatures of the department chair and dean who are current for the semester in which you will earn your degree. The Vice Provost will sign the approval page only after your paper is reviewed by the Office of Graduate and Professional Education.
Epigraph or Frontispiece (Optional)

The source of an epigraph (a brief quotation or 2-4 lines of verse) or frontispiece (a photograph or map) is indicated below the quotation or photograph, but it is not listed in the bibliography.

Acknowledgments

Besides expressing your professional and personal indebtedness, this section acknowledges permission to use previously copyrighted material. If a paper has a preface, acknowledgments are included in the preface. Though separate from the formal “scholarly” parts of your paper, the acknowledgments section should be appropriate in tone, language and length for an academic document. (In length, the Acknowledgments may be no more than two pages.)

Preface (Optional)

Usually there is no reason to include a preface in your paper. Any introduction appears logically as the first chapter. Only in cases where the genesis of the work needs to be explained or where the author's contribution to a work with several authors needs to be noted is a preface necessary. (Note: A preface includes acknowledgments and appears where the acknowledgments normally would appear.)

Dedication

Most students choose to place the dedication, if any, at the end of the acknowledgments, although you may use a separate page.

Table of Contents

The table of contents is the only index the reader has to your paper. This table reveals the nature and course of your research and the method you have chosen to present the results of your work. Be sure that the organization scheme you display in the table of contents matches the scheme in the text. The system of indenting you use in the table of contents to indicate subdivisions within chapters should match exactly the subdivision system in the chapters. In addition, titles of sections listed in the table of contents must match exactly the titles that appear in the text. Page numbers must be accurate. It pays to double check these details; they are a source of frequent errors.

Include in the table of contents only material that follows it. Use leader dots ( . . ) to connect the last word of the headings to page numbers. (Heading titles should not run into the page number column.) You may underline titles of books or works of art in the table of contents, but do not underline subdivision headings. Please note that you are required to include in the table of contents all preliminary pages that follow the table of contents.
List (Tables, Figures, Schemes, etc.)

These lists follow the table of contents. You must include these lists if you have tables or figures in your paper, even if there is only one such item.

Use separate pages for each list. The list should include the table (or figure) number, the caption (exactly as it appears in the text, at least up through the first period if the caption is more than one sentence long), and the page number for every table (or figure) in the paper, including those in the appendix. (You don’t always have to list individually tables or figures that are grouped under a single appendix title.

You may choose one of two alternative numbering systems for tables or figures. Either number the tables or figures consecutively (1, 2, 3) throughout the text, or number them by chapter using a decimal system (e.g., 2.1 for the first table in chapter 2, and so on). As in the table of contents, use leader dots (…) to connect the captions to page numbers. Single-space within each entry; double-space between them. If your figures or tables appear on facing pages, list the page number on which the figure or table number and caption appear.

Glossary, Nomenclature, List of Abbreviations, Terms, or Symbols (optional)

You may include such a list with definitions as part of the front matter.

Abstract

An abstract is a concise summary of your paper that should contain (a) a short definitive statement of the problem or area of investigation, (b) a brief description of the research method and design, and (c) a condensed summary of the major findings and the significance thereof.

The university’s guideline for abstracts requires all theses and dissertations to have an abstract included in the paper as the last section of the front matter. In addition, you must submit three copies of the abstract printed on 25% cotton bond paper as a separate document.

The Chapters

You and your advisor will decide on the appropriate number of chapters. The first page of each chapter has a 2" top margin. Centered at the 2" point is the word chapter (use mixed case letters) and the chapter number (use Arabic numerals), e.g., Chapter 1.

Centered and double-spaced below that, the chapter title appears in bold, uppercase letters.

References or Bibliography

The Office of Graduate and Professional Education expects you to be scrupulous in documenting the work of others and to follow the formatting guidelines listed in this manual. We expect that all sources cited in your text will be carefully listed in your references. Names and dates must be accurate and consistent in both locations. You may title your references section either “References” or “Bibliography” as you prefer, but do not use Works Cited unless every source in your list is actually cited in your text.
Each discipline treats references differently. Guided by the practice in your field and the wishes of your department or committee, you will select an established reference style appropriate to your work. References must begin on a new page, unnumbered references must be listed in correct alphabetical order, and they must be in 12-point type like the rest of your text. (Do not make up your own system; do not copy what you see in someone else's thesis or dissertation.)

The following five styles of documentation are widely used in scholarly writing.

1. **Endnotes**, with numbered citations in the text keyed to documentation notes placed at the end of chapters, and bibliographic listings at the end of the text (MLA and Chicago);

2. **Footnotes**, with number citations in the text keyed to documentation notes placed at the bottom of the page where they occur, and bibliographic listings at the back of the text (MLA and Chicago);

3. **Author-date citations** (author's name, publication date, and page numbers placed in the text), with full documentation/bibliographic data in a list at the end of the text (MLA, Chicago, APA);


5. **Parenthetical citations** (author's name and page numbers placed in parentheses in the text), with full documentation/bibliographic data in a list at the end of the text (MLA).

6. **Bracketed number citations** keyed to numbered, not alphabetical, bibliographic entries. Such a list may appear at the end of each chapter or the entire manuscript.

In this system, references in the text are numbered in order of appearance: the first reference mentioned is [1], the next is [2], and so on to the end of the chapter or paper. Each time you cite the same author/work, you will use the original number you assigned that reference on its first appearance in the text. You might have a sequence of numbered references in your text that looks something like this: [1], [2], [3], [1], [4], [5], [3], [6], and so on. Do not use a random numbering system.

**Appendices** (Optional)

Place the appendix or appendices after the references. **Title all appendices and list the titles in the table of contents.** Do not designate an Appendix A if there is only one appendix; simply refer to it as the Appendix. Type the appendix titles two inches down from the top of the first page of each appendix, or place the title on a separate page preceding each appendix. In some cases, it may be appropriate to present the appendix as supplemental material on paper. Include all Institutional Review Board (IRB), Institutional Animal Core and Use Committee (IACUC) and/or permission letters within the appendix section.
CHAPTER 4
WHAT ARE FORMATTING REQUIREMENTS?

The University of Delaware stipulates specific formatting requirements for each of the following topics (these specifications are set up in the UD/Thesis Macros):

**Paper Quality Specifications**
For your official three copies of documents you submit to the Office of Graduate and Professional Education, use white 8 1/2 x 11-inch paper, with a 25 percent minimum cotton content. (You should see a watermark on the page when you hold it up to the light.) Do not use easy-erase paper. The university bookstore sells paper that meets these requirements, but you may also purchase acceptable paper at office supply stores or through photocopying services and stationery stores.

**Print Specifications**
Use any standard font such as Courier, Times Roman, Times, or Helvetica. Prefer italic (script) print, only for book or journal titles, or special emphasis. Use 12-point type for all text including footnotes and endnotes, numbers of figures and tables and captions of figures and tables. Use the same font throughout the document. (Different fonts and font size may be used within the appendices and within the tables and figures. Do not reduce type in these sections below 9 point type.)

**Margin Specifications**
(1) The left margin (bound-in side) and bottom margin for all pages, including tables, figures and appendices, must be at least 1 1/2". The top margin and right margin must be at least 1".

(2) Center all page numbers. There must be at least 3/4" from the bottom of the page number to the bottom of each page.

(3) Use a 2" top margin on the title page and on the first pages of major sections such as acknowledgments, table of contents, list of tables, list of figures, abstract, list of symbols (or abbreviations, terms, or nomenclature), chapter, bibliography/references, and appendix.

(4) Use either a ragged right margin or a justified right margin. The advantage of the ragged right margin is that the spacing between words is even.

**Word Processing Rules**
(1) Use standard double-spacing for the text of all preliminary pages such as acknowledgments and the abstract, for the body of the paper, and for text in the chapters and appendices. (In appendices, you may single-space material other than regular text.) Consistently double- or triple-space between paragraphs.

(2) Single-space items in lists, notes, and lists of figures and tables, but double-space between items. Single-space all table headings, all figure captions, and block quotations that are four lines or longer.
(3) Single-space block quotations, double-space before and after a block quotation unless a new paragraph follows it; in that case, triple-space after the quotation. Indent block quotations one-half inch from both the left and right margins. Do not enclose block quotations in quotation marks.

(4) Indent paragraphs consistently.

(5) Center and type in uppercase all major section titles on the heading pages, e.g., ACKNOWLEDGMENTS, ABSTRACT, Chapter TITLE, BIBLIOGRAPHY, and so on.

(6) Place footnotes at the bottom of the appropriate page, or place endnotes in numerical order at the end of each chapter or at the end of the paper. Remember to single space notes and double space between each entry.

(7) Be sure the spacing above and below headings throughout your paper is consistent.

(8) Use either left-only or fully justified margins. If you do use full justification, be sure your computer does not produce large gaps or inappropriate spaces between words.

(9) Do not hyphenate the last word in a paragraph or split a word across two pages. No more than two consecutive lines should end with divided words. Divide words as they are in the dictionary.

(10) Do not leave a heading as the last line on a page or begin a new page with the last line of a paragraph two lines below the heading. Do not submit a page with only one line of text.

(11) A heading near the bottom of a page must have at least two lines of text beneath it.

Specifications for Page Numbering

(1) Page numbers: Numbers will appear on all pages in your paper except the title page and signature pages. Use one number per page; do not use 24a, etc. Page numbers should be consistently centered at least 3/4" from the bottom paper edge on all pages.

(2) Preliminary pages (front matter): The title and approval pages count as page numbers i, ii, and--in dissertations--iii, although these numbers do not appear on the pages. Lowercase Roman numerals first appear on the page that follows the last approval page--usually the acknowledgments page, but occasionally an epigraph page or the table of contents. This will be page iii of your thesis, or page iv of your dissertation. These Roman numerals continue consecutively through the preliminary pages, ending with the abstract, the final preliminary page(s). Preliminary pages with major headings or section titles--acknowledgements, table of contents, list of tables, and so on--will have a 2" top margin, with the page number centered at least 3/4" from the bottom edge of the page. On non-heading pages, center the Roman numerals at least 3/4" from the bottom edge of the page also.

(3) Text pages and back matter: Page numbering in Arabic numerals begins with 1, the first page of the text Chapter 1 or the Introduction), and continues sequentially to the end of the paper.

(4) In the body of the text, page numbers also appear centered and placed 3/4" from the bottom of the page.
Specifications for Captions, Equations, and Symbols

(1) If a table or figure caption is too long to include on the same page as the figure or table, you may type it on a preceding, numbered page, or you may choose to make this a left-hand, or facing page—a page that, when turned, faces the figure or table so that both may be viewed at the same time.

(2) Use the same font for all equations. This may differ from that used in the text.

(3) Number equations by chapter, or consecutively throughout your paper.
## CHAPTER 5
### SAMPLE PAGES

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- **Explanation of Dissertation/Portfolio 2nd Signature Page**: ........................................ 27
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TITLE OF MY
GRADUATE THESIS

by

My Name

A thesis submitted to the Faculty of the University of Delaware in partial fulfillment of the requirements for the degree of XXX in XXX

Graduation Term 20XX

Copyright 20XX My Name
All Rights Reserved
EXPLANATION OF SAMPLE THESIS TITLE PAGE

1TITLE: CENTERED LEFT TO RIGHT, DOUBLE SPACED, 2" DOWN
FROM TOP OF PAGE BOLD, UPPERCASE LETTERS (12 POINT)

by

2Writer’s name centered, as it will appear on diploma uppercase/lowercase letters (12pt)

3Correct name of degree (12 point)

4Correct term of graduation (12 point) Terms are one of the following: Summer, Fall, Winter or Spring

5Copyright date
and statement (12 point)
THIS IS THE TITLE OF MY THESIS
FOR MY GRADUATE DEGREE¹

by
My Name²

Approved:
XXX, Ph.D.
Professor in charge of thesis on behalf of the Advisory Committee³

Approved:
XXX, Ph.D.
Chair of the Department of XXX⁴

Approved:
XXX, Ph.D.
Dean of the College of XXX⁵

Approved:
Douglas J. Doren, Ph.D.
Interim Vice Provost for Graduate and Professional Education⁶

1Title, bold, all caps, double spaced, 2” down from top of page

by

2Writer’s name, just above center

3Thesis advisor with correct degree(s) listed after name

4Department chair (or program director) with correct degree(s) listed after name

5Dean of the College with correct degree(s) listed after name

6Interim Vice Provost with correct degree listed after name
ACKNOWLEDGMENTS

Xxx, Ph.D. for her continuous advice, guidance, and academic support during the past several years.

My professional friends and colleagues, who have supported and helped me throughout my graduate education.

This manuscript is dedicated to

My children, xxx, xxx, and xxx for their unconditional love.

My husband, xxx, for his unending love, patience, and understanding over the past five years. I could not have achieved this goal without him.
EXPLANATION OF SAMPLE THESIS ACKNOWLEDGMENTS PAGE

1. THE WORD ACKNOWLEDGMENTS, CENTERED, DOUBLE SPACED, 2" DOWN FROM TOP OF PAGE, BOLD OLD CAPS

2. Use this page to express

3. Be brief and to the point (2 pages maximum)

This manuscript is dedicated to 3

4. The acknowledgments sometimes conclude with a dedication. The dedication may also appear on a separate page.

5. Page number in small Roman numerals. This is the first page to have page numbers shown.
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by

My Name

A dissertation/educational leadership portfolio submitted to the Faculty of the
University of Delaware in partial fulfillment of the requirements for the degree of
XXX in XXX

Graduation Term 20XX

Copyright 20XX My Name
All Rights Reserved
EXPLANATION OF SAMPLE DISSERTATION OR EDUCATIONAL LEADERSHIP PORTFOLIO TITLE PAGE

1. TITLE: CENTERED LEFT TO RIGHT, DOUBLE SPACED, 2" DOWN FROM TOP OF PAGE BOLD, UPPERCASE LETTERS (12 POINT)

by

2. Writer’s name centered, as it will appear on diploma uppercase/lowercase letters (12pt)

3. Dissertation statement including correct name of degree (12 point)

4. Correct term of graduation (12 point) Terms are one of the following: Summer, Fall, Winter or Spring

5. Copyright date and statement (12 point)
THIS IS THE TITLE OF DISSERTATION OR EDUCATIONAL LEADERSHIP PORTFOLIO

by

My Name

Approved:

XXX, Ph.D.
Chair of the Department of XXX

Approved:

XXX, Ph.D.
Dean of the College of XXX

Approved:

Douglas J. Doren, Ph.D.
Interim Vice Provost for Graduate and Professional Education
EXPLANATION OF SAMPLE DISSERTATION OR EDUCATIONAL LEADERSHIP PORTFOLIO FIRST APPROVAL PAGE

1. TITLE, BOLD, ALL CAPS, DOUBLE SPACED,
   2" DOWN FROM TOP OF PAGE

by

2. Writer's name, just above center

3. Department chair (or program director) with correct degree(s) listed after name

4. Dean of the College with correct degree(s) listed after name

5. Interim Vice Provost with correct degree listed after name
I certify that I have read this dissertation and that in my opinion it meets the academic
and professional standard required by the University as a dissertation for the degree of
Doctor of Philosophy.¹

Signed:

xxx, Ph.D.
Professor in charge of dissertation/educational leadership portfolio²

I certify that I have read this dissertation and that in my opinion it meets the academic
and professional standard required by the University as a dissertation for the degree of
Doctor of Philosophy.

Signed:

xxx, Ph.D.
Member of dissertation committee/educational leadership portfolio³

I certify that I have read this dissertation and that in my opinion it meets the academic
and professional standard required by the University as a dissertation for the degree of
Doctor of Philosophy.

Signed:

xxx, Ph.D.
Member of dissertation committee/educational leadership portfolio

I certify that I have read this dissertation and that in my opinion it meets the academic
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Signature lines for other advisors follow. Your department may prescribe the order in which committee members should be listed.

When there are five or six committee members, you will need an additional signature page.
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CHAPTER 6
FORMAT OF TABLES, FIGURES AND PHOTOGRAPHS

A table is a columnar arrangement of information—often numbers—organized to save space and convey relationships at a glance. Consult a style manual when preparing tables.

A figure is a graphic illustration, such as a chart, graph, diagram, map, photograph, or plate.

You may use computer-generated figures, but the characters must be letter quality, sharp and dense, and no smaller than 9-point type.

Remember to acknowledge the source of any table or figure you reproduce or modify from another author or work.

Follow these guidelines when preparing tables or figures.

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2. Position table numbers and headings flush left or centered two lines ABOVE the table. Position figure numbers and captions flush left or centered two lines BELOW the figure. The number and heading or caption should follow the same horizontal or vertical direction as the table or figure. Use the same font and size for all table numbers and headings and all figure numbers and captions. This font should match that used for the text. You may use different font sizes within the figure or table.

3. The number, heading or caption, and page number of each table or figure must be identical to the number, heading or caption, and page number used in the list of tables and list of figures. If the heading or caption with the table or figure is especially long, the heading or caption in the list may repeat just the first full sentence.

4. Fit the tables and figures, including numbers and headings or captions, into the same margin requirements as the text. If you continue a table or a figure onto succeeding pages, repeat the table or figure number and the word "continued" or "cont.," but do not repeat the caption.

5. Tables and figures in the text should appear as soon as possible after they are first mentioned. If a table or figure is less than half a page, you may integrate it on the page of the text. Set it off from the text with at least three spaces above and below. You may also group several small tables or figures on a single page.

6. In cases where numerous tables or figures would disrupt the flow of the text, you may group them at the end of the chapter, in the order of their mention in the text.

7. You may continue with the consecutive numbering system for tables and figures in the appendix, or you may use an appendix numbering system. (The first table in the appendix would be Table A.1, the first figure would be Figure A.1, and so on.)
If you have appendix tables and figures with individual titles, you must list each in the list of tables and list of figures. But if you have many appendix tables and/or figures that can be grouped under an appendix title, you do not have to give them separate titles, numbers, headings or captions or list them in the list of tables or figures.

The appendix title in the table of contents is sufficient description, as the following example illustrates.

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If you have trouble fitting a large table or figure within the margins, consider the following options:

1. Place the table or figure and its number and caption sideways (landscape position) on the page. However, place the page number in its usual position at the bottom of the page as if it were printing in the normal (portrait) orientation.

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PHOTOGRAPHS

1. You may place the scanned photograph figure number and caption on a page, but you must type a page number at the bottom of the page on which the scanned photograph appears.

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(2) Your contributions must be clearly and fully indicated in a preface to the thesis.

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Because one of the primary objectives of the dissertation or thesis effort is to communicate the results of your research to the scholarly community, you may not, as a rule, use any information in your paper that is restricted or that cannot be disseminated to the public. If, however, such information is an integral part of your thesis, you may request sequestration for up to twelve months. Sequestration contract forms are available in the Office of Graduate and Professional Education.
CHAPTER 11
FREQUENTLY ASKED QUESTIONS

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Answer: Combine all the sections together as one Microsoft Word file or PDF file and submit that. To make one PDF file from multiple files, open the first PDF file, then choose Document>Insert Pages from Acrobat's menus to insert the second file (indicate it should go after the last page of the first file), and repeat for all documents. The result will be one compound PDF file which may then be submitted. If you have further questions, contact support@dissertations.ProQuest.com.
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2. With the cursor in a particular section, go to the Insert menu and choose Page Numbers.
3. Choose the page number options you want (click Format and change the page number format), and click OK.
4. Repeat that for each section in the document.

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How do I add a portrait page number to a landscape page in Microsoft Word?

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   <p> paragraph
   <br> - line break
   <strong> text to be bold </strong>
   <em> text to be italicized </em>
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The method for Windows users to enter these characters into the submission form involves pressing the Alt key plus a four-digit number using the numeric keypad (with Num Lock on).

| ALT + 0224 = à | ALT + 0225 = â | ALT + 0232 = è | ALT + 0233 = é |
| ALT + 0200 = È | ALT + 0242 = ò | ALT + 0243 = ó | ALT + 0241 = ñ |

**MACINTOSH USERS**

Macintosh users should press the Option key while typing one of the letters below to get the desired character.

| Circumflex ê E | Option + i, release, the letter |
| Umlaut: ü U | Option + u, release, the letter |
| cedilla ç Ç | Option + c or Option + Shift + C |
| ç | Option + ? |
| ñ | Option + 1 |
| ß | Option + s |
| £ | Option + 3 |
| § | Option + 6 |
| º | Option + 0 (zero) |
| œ | Option + q |
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GUIDELINES FOR DISSERTATIONS/THeses IN DIGITAL FORMAT
AS REQUIRED BY PROQUEST

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- MPEG-4/ H.264 (.mp4)

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- CD-ROM/XA
- MIDI (.midi)
- MPEG-3 (.mp3)
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